



**Town of
BROOKLINE, NEW HAMPSHIRE**

Conservation Commission

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Brookline, NH 03033

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Minutes

**Conservation Commission
Thursday, April 14, 2015
7:00pm**

Present: Francis (Buddy) Dougherty, Chairman

Jordan Bailey, Member

Tom Roger, Member

Drew Kellner, Alternate

Brendan Denehy, Selectboard Representative

Absent: Jay Chrystal, Vice-Chairman, and Eric DiVirgilio, Alternate.

Election of Officers

Brendan made a motion to recommend Francis "Buddy" Dougherty to remain the Chairman. Tom
seconded. Vote yes 4-0.

Tom made a motion to recommend Jay Chrystal to be the Vice-Chairman of the Conservation
Commission for this year. Brendan seconded. Vote yes 4-0.

Approve By-Laws

Brendan made a motion to accept the Conservation Commission By-Laws as written. Jordan
seconded. Vote yes 4-0.

Accept Code of Ethics as recommended by the Selectboard

Tom made a motion to accept the code of ethics as recommended by the Selectboard. Brendan
seconded. Vote yes 4-0.

Buddy asked Drew to vote for Jay. Drew agreed.

7:15 pm Mountain Bike Club - Hobart Fessenden Woods - Tom

Tom said he contacted the Mountain Bike Club that has been doing work to the Hobart Fessenden Woods Trail area. The name of the group is the Flannel Go Crew Mountain Bike Group. The club consists of Hollis and Brookline Kids. Tom said they seem like an active group that is willing to put the work in and they said they would be willing to work with the Conservation Commission. The Board explained to the group that the trails they create or make improvements to cannot affect the drainage and that during the muddy season they have to be careful as to not tear up the walking trails. Cameron Club member said they created the group a couple of years ago. They use single track trails. He said he knows that he can get at least 5 to 6 kids sat a time to help with any trail projects that the Commission may have. Tom said he will keep in contact with the group. Flannel Go Crew Mountain Bike Club members in attendance were Ethan

Silvestry, Ben Goolsby, Cameron Dwyer, and Mitch Dwyer. Drew made a motion to make Tom Rogers the point person for the Mountain Bike Club. Jordan seconded. Vote yes 4-0.

7:30 pm Brookline IceBreakers Kevin Majeski – Summer Trail Work – Jay

Kevin Majeski from the Brookline IceBreakers stated they were applying for a grant to make a new bridge in the Hobart Fessenden Woods area the more project that they can add to the grant the more money they could receive they would need to bulk them into one grant application. The Board discussed the construction of the bridge with Kevin. Buddy said there are some trails in that area that will need some work also. They could also use a bridge in the Cider Mill Pond Area. Kevin also asked if it would be ok if Dave Jennings straightens out a couple of corners on the trail from his home in the Westview area to Old Milford Road so he can get the groomer through this area. As of right now some of those corners are really sharp and it is difficult to get his groomer through that area. The Board agreed it was ok for Dave Jennings to do the trail work in this area. This is the Melendy Pond Trail. Brendan made a motion to allow Buddy to sign for the grant application to allow the IceBreakers to work on the Hobart Fessenden Woods area. Jordan seconded. Vote yes 5-0.

7:45pm Moosewood Ecological – Jeff Littleton

Jeff Littleton from Moosewood Ecological was in attendance for this meeting. Tad Putney, Town Administrator was also in attendance for this discussion. The Board discussed with Jeff what they are looking for and he explained the contract and the work that it entailed. After a lengthy discussion the Board thanked Jeff for attending the meeting and discussing the process with them.

Engineering for New Trail Access on lot K-28-1 – Buddy

Buddy asked Kristen to email Jay and see if he could as Meridian Land Services about engineering and creating plans for this new trail. This will give access to lot K-28-1 from Oak Hill Road.

Pipeline Taskforce – Volunteer Needed From BCC

Tad said he is looking for volunteers to serve on the Brookline Pipeline Taskforce. Jordan said she would be able to attend these meetings as the Conservation Commission Representative. Drew made a motion to have Jordan serve as the Conservation Commission Representative at the Taskforce meetings. Tom seconded. Vote yes 5-0.

GRANIT – Jordan

Jordan showed the Board the map with the GIS layer. She said she would like the Board to review the map to see if anything was missing. NPRC has been working with GRANIT and Kristen to get the map up to date. They will continue working on getting the GRANIT information up to date.

Spring Clean Up Week April 25th through May 3rd

Jordan said she has been in contact with Christine Murphy for RMMIS and they would like to incorporate the Brookline Spring Clean up Event in the schools Earth Day activities. She would put the event information in the newsletter and ad flyers to the backpack mail. The Board agreed that was a good idea. Jordan also asked if the Board wanted to have a table set up at the Transfer Station with all the information and that is also where people could pick up bags, gloves and vests for this event. Jordan is also working on a new sign up sheet for the roads in town the one we have now is a little out dated. They should also advertise this on the Woman's Club sign and on the electronic sign in the center of town.

Minutes

Buddy made a motion to approve the minutes of March 10th 2015 both Public and non-public as written. Jordan seconded. Vote yes 4-0.

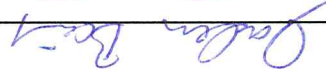
Brendan made a motion to approve the March 26th 2015 meeting minutes as written. Tom seconded. Vote yes 4-0.

Tom made a motion to go into nonpublic session under RSA 91-A:3,II (d) to discuss possible land purchases and to immediately adjourn after. Brendan seconded. Roll call vote all in the affirmative Drew, Brendan, Jordan, Tom and Buddy.

Brendan made a motion to come out of non-public session and seal the minutes. Tom seconded. Roll call vote in the affirmative by Drew, Brendan, Jordan, Tom and Buddy.

Brendan made a motion to adjourn the meeting at 9:30 pm. Tom seconded. Vote yes 5-0.

Francis (Buddy) Dougherty, Chairman, 

Jordan Bailey, Member, 

Tom Rogers, Member, 

Brendan Denehy, Selectboard Rep. 

Drew Kellner, Alternate, Voting for Jay 

Minutes submitted by Kristen Austin.
Next meeting will be held on May 12, 2015

4/1/2015
BCC

TOWN OF BROOKLINE, NEW HAMPSHIRE

SELECTBOARD

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Selectboard@brookline.nh.us
<http://www.brookline.nh.us>



Telephone (603) 673-8855
Fax (603) 673-8136

Recommended Code of Ethics

Non Binding Resolution passed at the March 2005 Town Meeting:

I. Purpose

The proper operation of democratic government requires that public servants be independent, impartial, and responsible to the people; that government decisions and policy be made through the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government members to perform their duties without conflicts between their private interests and those of the citizens they serve.

The purpose of this code is to establish guidelines for the ethical standards of conduct for public servants. As such, the Town of Brookline

- Expects our public servants to act in the best interest of the town.
- Expects public servants to disclose, whenever possible, any personal, financial or other interests in matters affecting the town that come before them for action.
- Expects public servants to remove themselves from decision making if they have a conflict of interest.
- Expects public servants to be independent, impartial, and responsible to their fellow townspeople in their actions.
- Expects that the public servant's decisions and policies be made through the proper channels of government.

2. Definitions

Conflict of Interest – A situation or circumstance where a public servant's personal, pecuniary or financial interests have the potential to interfere with the proper exercise of a public duty.

Pecuniary Interest – Any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain; it does not include economic advantage applicable to the public at large, such as tax reduction or increased prosperity of the town.

Personal Interest – Interest in a matter, aside from official interest as a function of a public servant's position, which is more direct than that of the public at large and would influence the action of the public official.

Public Servant – All officers and employees of the Town, whether elected, appointed, paid, volunteer, or anyone acting in a position other than as a member of the general public. A person is considered a public servant upon their election, appointment, or designation as such, although they may not yet officially occupy that position.

Recuse – To remove or excuse oneself from participating in a specific action or discussion due to a conflict of interest. Recusal means to remove oneself completely from all further participation as a public servant in the matter in question. Public servants who have been recused shall immediately leave the room or shall seat themselves with the other members of the public at large who are present. When recused, public servants shall not participate in further discussions unless they clearly state for the record that they are doing so only as a general member of the public. A recused public official is effectively a member of the general public and shall not deliberate nor vote on the matter in question.

3. Code of Ethics

Public servants shall avoid conflicts of interest.

Public servants shall recuse themselves and shall not take part in the decision-making process of any matter before the town in which they have a personal or pecuniary interest. Members of the Planning Board and Zoning Board of Adjustment are further bound by the provisions of RSA 673:14.

Public servants shall not directly or indirectly solicit gifts or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, premises or in some other form), under circumstances in which it could be reasonably inferred that the gift was intended to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.

Public servants must not disclose or improperly use confidential information obtained in the course of their duties.

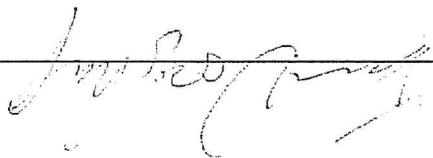
No public servant shall use town letterhead or stationery for any purpose other than official town business. Members of boards, committees, and commissions may only use town letterhead for purposes approved by their respective board, committee or commission.

No member of a board, committee, or commission shall speak on behalf of their respective board, committee or commission unless authorized to do so by their respective board, committee, or commission. This is not to suggest that individual members cannot speak publicly, but rather to emphasize that they should clearly state they are speaking only on their individual behalf and not represent himself or herself as speaking for the board, committee, or commission.

Adopted by Board of Selectmen – June 13, 2011
Adopted by Board of Selectmen – April 2, 2012
Adopted by Selectboard – April 1, 2013
Adopted by Selectboard – March 17, 2014
Adopted by Selectboard – March 30, 2015

Brookline Conservation Commission

Francis (Buddy) Dougherty, Chairman



Jay Chrystal, Vice-Chairman,

Jordan Bailey, Member,

Tom Rogers, Member,

Brendan Denehy, Selectboard Representative,

Drew Kellner, Alternate

Brookline Conservation Commission By-Laws

Section I - Purpose and Authorization

The Brookline Conservation Commission (hereinafter, the Commission) was established in 1971 for the purpose of ensuring the proper utilization and protection of the natural and watershed resources of the Town. The Commission provides a focal point within the Town for environmental concerns and related issues.

The Commission consists of five (5) members appointed by the Board of Selectmen following rules of procedure for the conduct of its business under RSA 36-A.

The Commission may advise the Planning Board and other local bodies on conservation matters. It may act more directly to protect natural resources by acquiring, with the approval of the Selectmen or at Town Meeting, the full fee (title) or a lesser interest in land or water resources. The commission may then manage these conservation areas. If authorized by the Town, it may manage duly designated Town Forests (RSA 31:110-114) and open spaces.

Section II - Membership and Terms of Office

A. Appointment of Members

The Commission shall consist of five (5) members appointed by the Board of Selectmen.

B. Alternates

The Commission shall encourage the Board of Selectmen to appoint, in addition to regular members, not more than five (5) alternate members who may serve, upon designation by the Chairmen, in place of a regular member, in the event of absence or disqualification. The terms and multiple membership requirements for alternates shall be the same as for regular members.

Section III – Officers and Their Duties

Election of Officers

The Commission shall elect, by a majority vote at its annual meeting, the following officers from among its membership. The term of each full time member shall be limited to three (3) years; however, any full time member shall be eligible for re-election. The Chairman and Vice-Chairman are elected yearly by the Board.

1. Chairman

The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred on such officers. The Chairman may affix his/her signature in the name of the commission.

2. Vice-Chairman

The Vice Chairman shall act for the Chairman in his/her absence and have authority to perform the duties prescribed for that office during the Chairman's absence.

3. Non-Elected Full Time Members

A Secretary may be hired by the Commission who will be responsible for the maintenance of the minutes and records of the Commission, with the assistance of staff as may be available. The Secretary shall prepare the agenda for regular and special meetings of the Commission, provide notice of meetings to members, arrange proper and legal notice of meetings and hearings, and prepare such correspondence and fulfill such duties as the Chairman may direct.

Section IV Meetings

Updated 4/14/2015

Conservation Commission By-Laws

A. Regular Meetings

Meetings of the Commission shall be held monthly and shall be open to the public. The time and place of the meeting shall be selected by a majority vote of the Commission. The following general rules of procedure shall govern the conduct of such meetings.

1. Quorum Required.

A majority of the membership of the Commission shall constitute the quorum necessary in order to transact business at any meeting. In the event of the absence of a regular member, the Chairman shall designate, upon opening the meeting, an alternate to act in the absent member's place. In the event that the Chairman and the Vice-Chairman are both unable to attend a meeting, the quorum is to designate the temporary chairman for that meeting.

2. Notice of Meetings

Notice of time, date, and place of any meeting of the Commission shall be posted in two (2) public places or printed in any paper of general circulation at least twenty four (24) hours, excluding Sundays and legal holidays, prior to the meeting.

3. Records Required

Minutes of the events of the meetings shall be taken and shall include the names of members in attendance, persons appearing before the Commission, a brief description of the topics discussed, and a record of any actions taken. Such minutes shall be available for public inspection within one five (5) business days of the meeting. Minutes of Executive Session shall conform to the requirements of RSA 91-A: 3.

4. Order of Business

The general order of business may be as outlined below:

- a. Call to Order.
- b. Reading and Acceptance of minutes of Previous Minutes
- c. Communications
- d. Committee Reports
- e. Unfinished Business
- f. Public Hearings
- g. Other Business
- h. Adjournment

5. Voting

A motion, duly seconded, shall be passed by a majority of members present, once a quorum has been established, voting in the affirmative.

B. Special Meetings

Special Meetings may be called by the Chairman or, in his/her absence, by the Vice-Chairman. Notice to members shall be at least forty-eight (48) hours in advance of the meeting. Notice to the public shall be in the same manner as for a regular meeting. No business shall be acted upon at a special meeting unless a quorum of the membership is present. The notice of the meeting shall specify the purpose of the meeting and no other business may be considered except by unanimous consent of the Commission members present once a quorum has been established.

C. Annual Meeting

An annual meeting shall be held at the first regular meeting following the close of Town Meeting, but no event later than thirty (30) days following the close of Town Meeting. The purpose of the annual meeting will be to elect officers and review the by-laws, which shall be made part of the minutes of the meeting.

Section V Public Hearings

A. Notice of Hearing

Notice of hearing shall be given at least ten (10) days prior to the date of the hearing by publication in any newspaper of general circulation or by posting in at least two (2) public places. The ten (10) calendar days shall not include the day of posting or the day of the meeting. The full text of any notice need not be included in the notice provided an adequate summary is included in the notice and a location is specified where the proposal may be viewed by the public.

B. Conduct of the Hearing

The Chairman, or in his/her absence, the Vice Chairman, shall preside at the public hearing, and shall:

1. Convene the meeting and read the legal advertisement announcing the date, time, and purpose of the meeting into the records;
2. Briefly state the manner in which the hearing shall be conducted;
3. Call upon those appearing in favor of, or in opposition to, the proposal to direct questions or comments to the Chair;
4. Call the hearing to a close, as appropriate, outlining the Commission's anticipated procedure concerning the proposal.

C. Record of Hearing

A public record of the proceedings shall be taken in writing and incorporated into the Commission's minutes. The hearing may also be recorded by a sound recording device and such recordings shall be kept on file as part of the public record.

SECTION VI STAFF AND FINANCES

Within the limits of funding made available for its use by the Town Meeting, the Commission may employ such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments shall be made by a majority vote of the members present at any regular or special meeting at which a quorum has been established. The Chairman may be authorized to sign contracts for employing personnel and contracting for consulting services as approved by the Commission.

SECTION VII PUBLIC RELATIONS & COMMUNICATIONS

The Chairman or a duly appointed Commission member or staff personnel shall be authorized by the Commission to act as the principal public relations contact for the Commission. Duties shall be as prescribed by the Commission. Communications with Town Counsel shall be through the Chairman and shall be confidential to the Commission unless otherwise noted.

SECTION VIII AMENDMENTS

A. Amendments

These By-Laws may be amended by a two third (2/3) vote of the entire voting membership of the Commission only after the proposed change has been read and discussed at a previous regular meeting, and excepting that the by-Laws may be changed at any regular meeting by the unanimous vote of the entire voting membership of the Commission.

B. Filing with Town Clerk

These By-Laws and any amendments thereto shall be places on file with the Town Clerk for public inspection. A complete set of By-Laws, as amended, shall also be attached to the minutes of the Commission's annual organizational meeting and kept on file.

C. Effective Date

These By-Laws, and any subsequent amendments, shall become effective immediately upon passage by the Commission as recorded in the minutes of the meeting at which such action occurs.

SECTION IX RECORDS - ANNUAL REPORT

The Conservation Commission shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the annual town or municipal report (RSA 36-A:2)

Francis (Buddy) Dougherty, Chairman

Jordan Bailey, Member,

Tom Rogers, Member,

Brendan Denehy, Selectboard Representative,

Drew Kellner, Alternate

Eric DiVirgilio, Alternate,